



436th Contracting Squadron
Dover AFB, Delaware

VENDORS GUIDE

WELCOME

The 436th Contracting Squadron welcomes you to Dover Air Force Base. Your interest as a supplier or contractor is appreciated. The mission of the United States Air Force would be difficult to accomplish without your efforts and support. Prompt delivery of supplies and the timely completion of services are key factors to successful day-to-day military operations. To this end we solicit your support and hope you will become a regular supplier or contractor for Dover Air Force Base. If you see ways that we can improve our process to better support you, please let us know.

**LEWIS R. THRASHER, JR., Lt Col, USAF
Commander, 436th Contracting Squadron**

PART 1

INTRODUCTION

1. **MISSION** - The mission of the 436th Contracting Squadron is to provide timely, uncompromising acquisition support to accomplish the wing mission.

2. **LOCATION** - We are located in Building 639, Room 243, 639 Atlantic Street, Dover AFB, Delaware. Our customer service hours are from 8:00 a.m. to 4:00 p.m.

3. **LOCAL PURCHASE PROGRAM** - The Local Purchase Program is not limited to those vendors in the local geographical area. For detailed information on how to sell your products or capabilities to the Department of Defense, please read the pamphlet **Selling to the Air Force**. This pamphlet provides information on items purchased by the Air Force and includes locations of buying activities. Web site address is: <http://www.selltoairforce.org/seel2airforce/toc.htm>.

4. **ORGANIZATION** - The 436th Contracting Squadron consists of three flights: Infrastructure Flight (LGCA), Operating Flight (LGCB), and Plans and Programs Flight (LGCP). The specific functions and responsibilities of these flights are as follows:

a. **Infrastructure Flight (LGCA):** This flight is responsible for the purchase and administration of all orders and contracts through design (Architect and Engineering), delivery or completion and final payment. This flight is tasked with contracts for the construction of new buildings, repair of existing facilities, maintenance of the runway and renovation projects. Contractors with questions regarding processes, delays, changed conditions, labor, strikes, payments, specifications, drawings, etc., should direct their inquiries to the contract administrator assigned to their contract.

b. **Operating Flight (LGCB):** This flight is responsible for all complex maintenance, family housing maintenance, audio visual, cable TV, commodities, carpet installation, preventive maintenance agreements, supply type items that cannot be acquired through regular sources of supply, the IMPAC program, or high priority items which are required to keep the mission going.

c. **Plans and Program Flight (LGCP):** This flight is responsible for maintaining our automated computer system and local area network, provides management analysis and metrics, and manages the Outsourcing and Privatization, IMPAC, and Quality Assurance Evaluation Programs.

5. **OUR MAILING ADDRESS IS:**

436 CONS/LGC
639 Atlantic Street
Dover AFB DE 19902-5639

NOTE: Be sure to include the symbol for the appropriate division. For example, for mail intended to go to the Plans and Programs Flight, use: 436 CONS/LGCP.

6. **OUR OFFICE PHONE NUMBER IS:** (302) 677-5204.

7. **OUR OFFICE HOME PAGE WEB ADDRESS IS:** <http://www.dover.af.mil/org/lg/cons/>. The 436th Contracting Squadron is currently posting all solicitations on the Internet. We will no longer be providing hard copies of solicitations, specifications, or drawings. The Department of Defense has established a web site for all of DOD. This web site houses all solicitations based on service and command. We at Dover are part of the Air Mobility Command, and the new web site is located at: <http://www.eps.gov>. Once registered, you can download all public notices, solicitations, and other files that are posted. If you have

any questions regarding this site, please contact the host web master, any questions regarding the solicitation, please contact the contract administrator. All points of contacts' e-mail addresses are listed on the site.

PART 2

GENERAL INFORMATION

1. AUTHORITY OF AIR FORCE CONTRACTING OFFICERS - Contracting Officers are specifically appointed in writing by the Commander, 436th Contracting Squadron, under the authority delegated by the Secretary of the Air Force. Contracting Officers are representatives of the federal government and are the only officials authorized to obligate the Air Force to a contract. All purchase orders, contracts and all changes thereto are executed by Contracting Officers. Purchase transactions, change orders, and other similar actions directed or requested by other government personnel, military or civilian, are not valid and are not binding on the government. Personnel employed in or assigned to the squadron as buyers, flight chiefs, and contract administrators are considered employees of the Contracting Officer acting in his/her behalf and, as such, have authority to perform acts as assigned by the Contracting Officer. The Contracting Officer cannot, however, delegate authority to sign contractual documents or ratify actions of persons who are not authorized to obligate the government. After-the-fact approval and ratification action can be done only by the head of the Contracting Activity (HCA) or his designee. This authority has been delegated to the Commander, 436th Contracting Squadron. Another point to remember is that a purchase inquiry, price solicitation, promise to purchase, or modification to a contract is not official, or legal, unless it is made by contracting personnel. Pre-release of information concerning the government's intent to purchase or contract for an item or service is contrary to public law, unless such information is released by proper authority.

2. CONTRACTOR REGISTRATION - Vendors/Contractors are mandated to register with the Centralized Contractor Registration Systems (CCRS) in order to do business with the government. The CCRS covers both electronic and non-electronic prospective contractors. The Department of Defense (DoD) Electronic Commerce Office (ECO) will assist potential contractors with Commercial and Government Entity (CAGE) code registration, electronic commerce information, Taxpayer Identification Number (TIN), and all other applicable codes and numbers. This one registration point will allow a contractor to be registered with all contracting units in the Department of Defense. They will not have to register with each unit. There are three methods for registering with CCRS:

a. The fastest and easiest way is on the web at <http://www.ccr2000.com/>. There are two types of CCR registration available on the Internet: EZ Registration and Long Registration.

b. Through a Value Added Network (VAN) using the Long Registration Form. You can obtain information on the web on VANs at <http://www.acq.osd.mil/jecpo/ecip/index.htm>* or call the Electronic Commerce Information Center at (800) 334-3414.

c. By fax or mail. You can choose to use the EZ Registration or Long Registration Form. Since part of CCRs mission is to reduce paperwork, paper registrations are not encouraged. However, if you are unable to register electronically, you may fax or mail in your registration to the CCR Assistance Center (AC) as follows:

*Place the underscore character “_” where there appears to be a space in the web site address. If the “_” character is not typed in this space, you will not be able to open that web address.

FAX: (616) 961-7243

MAIL: CCR Assistance Center
74 Washington Street North, Suite 7
Battle Creek, MI 49017-3084

d. The following resources are also provided for more information:

For Information on DUNS numbers: <http://www.dnb.com/dunsno/dunsno.htm> or call Dun & Bradstreet at (800) 333-0505 for a number assignment or verification of your current number. There is no charge for this service.

For information on Cage Codes: http://www.dlis.dla.mil/cage_welcome.htm,* or call Defense Logistics Information Service toll free at 1-888-227-2423.

For information on small business, go to the Small Business Administration (SBA) web site: <http://www.sa.gov>; **for women owned business, go to** <http://usafteam@supplinet.net>.

For information on North American Industry Classification System (NAICS):

<http://www.census.gov/epcd/www/naicstab.htm>

DOD Business Opportunities: <http://dodbusopps.com>

*Place the underscore character “_” where there appears to be a space in the web site address. If the “_” character is not typed in this space, you will not be able to open that web address.

3. FULL AND OPEN COMPETITION – Full and open competition greatly enhances contracting operations by providing a reasonable guarantee that materials and services will be purchased economically from qualified and responsible sources. RFPs are normally issued for all acquisitions in excess of \$100,000 to ensure the particular acquisition will be made to the best advantage of the government. RFPs are used almost exclusively. Solicitations issued by RFP are advertised in the Commerce Business Daily (CBD) in addition to being posted on our web site. Acquisitions estimated between \$10,000 and \$100,000 are also posted on the Opportunity Board in the lobby at the squadron. Actions valued in excess of \$2,500 to \$100,000 are normally solicited by electronic means (EC/EDI), Internet, or orally.

4. RECEIPT OF OFFERS – Sealed RFPs may be hand-carried if desired but must be received at the proposal depository prior to the time set for the receipt of offers. Late offers will be handled in accordance with the late proposals provisions in the solicitation. It is suggested that proposals be sent by REGISTERED or CERTIFIED mail if you want a record of receipt. **NOTE: THERE IS NO FORMAL PUBLIC OPENING FOR OFFERS RECEIVED IN RESPONSE TO AN RFP.**

5. MAIL SCHEDULE - Mail addressed to the 436th Contracting Squadron is dropped off by the Base Information Transfer System (BITS) personnel by 11:00 a.m. each day. There is no special delivery service at Dover AFB. Be sure your proposals are mailed in time to assure their receipt in this office prior to the exact time set for its receipt in this office.

6. AF SMALL BUSINESS ON LINE - This electronic outreach forum provides information on AF business opportunities, women-owned business, Native American business, subcontracting, outreach events, Electronic Posting System, Long Range Acquisition Estimate (LRAE), “Mentor Protégé and much more. The web address is <http://www.selltoairforce.org>.

7. BUY AMERICAN - The "Buy American Act" (41 U.S.C. 10(a)-(d)) with some exceptions provides that only United States made end products be acquired for public use within the United States. An "end product" is the item specified in the contract as the item purchased by the government and delivered complete as described by the specifications. Offerors are cautioned to carefully consider the specifications contained in the solicitation and to quote on and supply only American made products, when appropriate.

8. PROMPT PAYMENT DISCOUNTS – Prompt payment discounts are not considered in the evaluation of offers. However, any discount offered will form a part of the award, and will be taken by the government if payment is made within the discount period specified by the offeror. As an alternative to indicating a discount in conjunction with the offer, offerors may prefer to offer discounts on individual invoices.

9. DELIVERY DATES AND PERFORMANCE TIMES - Realistic delivery dates must be stated when quotations or proposals are submitted in response to solicitations. In many instances, the Air Force does not maintain a shelf stock of items being purchased and the purchases are used to fill an immediate need. This need can have a direct effect on the military capability of the base or a specific military mission. The delivery date is always a factor in determining the award. Failure of a contractor to meet a promised delivery date could result in default of a contract and could adversely affect future awards. We are required to maintain files on contract performance. This requirement applies to simplified acquisitions (formerly small purchases) (under \$100,000) as well as to formal contracts for any value. Bidders are cautioned not to submit bids thinking that short performance dates will be extended after award of contract.

10. DELIVERY POINT - Deliveries to Dover AFB are made to our Receiving Section located in Building 639, Door 34, on Evereux Street. The delivery instructions are on each purchase order or contract.

11. FAST PAYMENT PROCEDURES - The fast payment procedure is designed to reduce lead time to customers and to improve supplier relations by expediting payment for simplified acquisitions. The procedure provides for payment for supplies based on the vendor's submission of an invoice. This invoice constitutes a representation that the supplies have been delivered to a post office, common carrier, or point of first receipt by the government, and that the contractor agrees to replace, repair, or correct supplies not received at destination, damaged in transit, or not conforming to purchase agreements.

12. PROGRESS PAYMENTS - Progress payments are associated normally with construction contracts. They are interim payments made to the contractor when requested as work progresses. All progress payments are based on work completed, inspected and accepted by the government; the Contracting Officer must approve them. Progress payments are made through electronic funds transfer, once monthly, within 14 days of receipt of a properly prepared invoice. Final payment, based on completion and acceptance of all work is made within 30 days of receipt of a properly prepared invoice and final release of claims.

13. PAYMENT OFFICE - The payment office for contracts is shown in block 18a of Standard Form 1449, Solicitation/Contract/Order for Commercial Items. Normally all contracts and orders are paid by DFAS DY/FPD, 1050 Forrer Blvd, Dayton, Ohio 45420-1472, or you may call 800-373-3184.

14. PRE-PERFORMANCE CONFERENCES - Prior to any work beginning on construction and services projects of more than \$100,000, a pre-performance conference is held in the 436th Contracting Squadron's conference room (Bldg 639, Room 243) at Dover AFB. However, a conference may be held for contracts of a lesser dollar amount as determined necessary by the contracting officer. The purpose of this conference is to acquaint the contractor and interested base personnel with various aspects of the contract requirements, clauses, working conditions, storage areas, security, traffic, hauling routes, permits, and so forth. The conference also covers aspects of the work and includes discussions of specifications, plans, phasing, technical provisions and such related matters. Attendees include representatives from the 436th Contracting Squadron, the contractor and his/her subcontractors, the Base Civil Engineers and Inspectors, Base Police, Base Fire Chief, Base Operations, representatives of using activities, and representatives from the State of Delaware's Department of Labor and Division of Revenue.

a. By federal law, contractors with government contracts over \$10,000 must notify the Department of Labor, Unemployment Division, 1114 S. DuPont Highway, Suite 104, Dover, Delaware 19901-4401 of all employment openings for this particular contract.

b. By state law, contractors with government contracts over \$20,000 must obtain a Delaware business license, post bond to ensure payment of taxes, supply a list of subcontractors, and if employees are working in Delaware, the contractor must withhold Delaware taxes. For additional information write the Division of Revenue, Thomas Collins Building, 540 S. Dupont Highway, Suite 2, Dover, Delaware 19901.

c. The Employment Standards Administration office will be checking contractor's files to ensure compliance with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 USC 4212 and the implementing regulations at 41 CFR Chapter 60. You may contact the Assistant District Director at (215) 597-9444 {or fax (215) 597-9447} to obtain specific details of the requirements set forth therein.

15. VEHICLE PASSES - Privately owned vehicles operated by contractors and their employees will be issued vehicle passes at the Visitor's Center located across from the Main Gate. Contractors must have paperwork in hand before applying for passes. A temporary permit will be issued and must be affixed to the inside left corner of the vehicle windshield, the printed side facing out. The expiration date of the permit will correspond with the expiration date of the contract but will not exceed a 12-month period. If the contract period extends beyond 12 months, the contractor or employee must re-register the vehicle.

16. VEHICLE REGISTRATION - Visitors, other than services and construction contractors who have already been issued a vehicle pass, must complete the visitors registration log at the Visitors Center located at the Main Gate, certifying in writing:

- a. License number
- b. Make and year of vehicle
- c. Time and date of arrival
- d. Destination or the name of person they are visiting
- e. Amount of insurance coverage on the vehicle (a minimum of \$20,000/\$40,000 bodily injury and \$10,000 property damage is required)
- f. Number of persons in party
- g. Signature of driver

Upon proper completion of the visitor's registration log, a visitor's pass will be issued and the visitor instructed to affix the pass, with printed side out, inside the lower left corner of the windshield or on the front of any two or three wheeled vehicle. The visitor will be instructed to deposit the pass in the receptacle at the exit gate or return it to the guard (gate guards will inventory visitors' passes daily to determine whether visitors are departing the base as indicated on the visitor's log.).

17. SPEED LIMITS:

a. Speed limits on Dover AFB is 25 mph, unless otherwise posted, 20 mph in base housing, 10 mph in school zones and parking lots. The Security Police use radar for speed limit enforcement. Tickets may result in the loss of Dover AFB driving privileges and are subject to civil law enforcement.

- b. Driving under the influence of alcohol, drugs found in a random car search, not wearing a seat belt, and/or unauthorized parking in a handicapped spot may cause your driving privileges to be revoked.
- c. You are prohibited from bringing the following items onto base property: fire arms, metal knuckles, switchblades, blackjacks, combination knuckles and knife, martial arts throwing stars, nitroglycerin, dynamite, blasting chips, or any other dangerous explosives, fireworks, or radar detectors.
- d. Helmets and reflective vests are required for use when riding a motorcycle or bike.

PART 3

GENERAL

DEFINITIONS

1. **AGENT** - Within the federal government anyone who is empowered to act for the government is a government agent. An agent's authority is always limited. For example, a government employee authorized to inspect and accept supplies or services for the government is an agent; however, the individual's authority is limited solely to inspecting and accepting or completing a discrepancy report for supplies or services properly purchased by another agent who has the authority to purchase. The only agent authorized to obligate the government to pay for supplies or services from a civilian source is a warranted Contracting Officer.

2. **CHANGES** - The authority to issue a change must be based on a clause contained in the contract or by mutual consent of contracting parties. Only a Contracting Officer has the authority to issue a change.

3. **COMPETITIVE PROPOSALS** - The making of purchases and contracts without sealed bidding. This in no way should be construed to mean without competition. Competitive proposals simply allow further discussion and revision of offers after receiving and opening the proposals.

4. **CONSTRUCTION CONTRACT INSPECTOR (CCI)** - A technical expert assigned on construction contracts to assist and advise the Contracting Officer concerning the technical aspects of the contract. A CCI's primary function is to inspect the contractor's performance for compliance with the contract. A CCI is not authorized to direct the contractor to take any action, which would affect the terms, conditions, or price of a contract.

5. **CONTRACTING OFFICER'S REPRESENTATIVE (COR)** - An individual designated and authorized in writing by the contracting officer to perform specific technical or administrative functions.

A COR is not authorized to direct the contractor to take any action that would affect the terms, conditions, or price of a contract.

6. **FEDERAL ACQUISITION REGULATION (FAR)** - This directive applies to all federal contracting and is based on federal acquisition laws passed by Congress. It is supplemented by the Department of Defense, Air Force and the 436th Contracting Squadron.

7. **FORMAL CONTRACT** - A written document containing the terms and conditions of the agreements of the parties. This instrument is required for purchases over \$100,000 (\$2,000 for construction and \$5 million for commercial) which are not made by issuance of a delivery order against an existing contract. A formal contract results from the issuance of Invitation for Bids (IFB) for sealed bid purchases or Request for Proposals (RFP) for negotiated purchases.

8. **INSPECTION** - The examination (including testing) of supplies or services to determine whether they conform to contract requirements. Inspection always precedes acceptance.

9. **INVITATION FOR BID (IFB) (FAR Part 14)** - A widely publicized document issued to request bids on a sealed bid acquisition. All bidders compete on an equal basis and a public bid opening is held. Any inquiries concerning an IFB must be referred to the Contracting Office.

10. **PURCHASE ORDER** - A simplified acquisition of \$100,000 (\$5M for commercial items) or less awarded under the simplified acquisition procedures of FAR Part 13. This is a unilateral document signed only by a Contracting Officer. No lawful contractual agreement is in effect under such an order until the vendor takes action to fill the order.

11. QUALITY ASSURANCE PERSONNEL (QA) - A technical expert assigned on a particular service contract to assist and advise the Contracting Officer concerning the technical aspects of the contract. Their primary function is to inspect the contractor's performance for compliance with the contract. They are not authorized to direct the contractor to take any action which would affect the terms and conditions or price of a contract.

12. REQUEST FOR PROPOSAL (RFP) (FAR Part 15) - A document issued to solicit offers for a negotiated procurement over \$100,000. This document allows discussion with contractors after receipt of offers. It is appropriate when there are unknowns and when technical factors are of importance. As with an IFB, all inquiries concerning an RFP must be referred to the Contracting Office.

13. BEST VALUE CONTINUUM/TRADE-OFF PROCESS – In negotiated acquisitions by using any one of a combination of source selection approaches, the relative importance of cost or price may vary. For example, in acquisitions where the requirement is clearly definable and the risk of unsuccessful contract performance is minimal, cost or price may play a dominant role in source selection. The less definitive the requirement, the more development work required, or the greater the performance risk, the more technical or past performance considerations may play a dominant role in source selection. A tradeoff process may be appropriate when it is in the best interest of the government to consider award to other than the lowest priced offeror or other than the highest technically rated offeror. This process permits tradeoffs among cost or price and non-cost factors and allows the government to accept other than the lowest priced proposal. The perceived benefits of the higher priced proposal shall merit the additional cost.

14. SEALED BIDDING (FAR Part 14) - A means of soliciting competitive bids based on a firm requirement adequately described with detailed plans and/or specifications. A public bid opening is held and award made to the lowest responsible responsive bidder considering only price and price-related factors.

15. SERVICE - Acquisition in which the primary purpose is to contract for a person's time and skills. Any tangible product produced is incidental or of less cost than the labor. Engraving, laundry and dry cleaning, trash pickup, and custodial are all examples of services.

16. SIMPLIFIED ACQUISITIONS (FORMERLY SMALL PURCHASES) (FAR Part 13) -

a. Contracting regulations permit purchases of \$100,000 (\$5M for commercial items) or less to be negotiated. Again, negotiation does not imply the lack of competition. In consideration of the large volume of simplified acquisitions (formerly small purchases) by the military departments, special procedures are authorized to cut the paperwork and red tape. The following are a few of the ways of handling simplified acquisitions:

(1) Purchase Orders (DD Form 1155).

(2) Delivery orders awarded against a basic contract. (The dollar amount of the delivery order is limited by the basic contract.) These are normally issued at firm fixed prices.

(3) Charge accounts in the form of blanket purchase agreements (BPAs).

(4) Blanket delivery orders against basic contracts, permitting oral scheduling of deliveries. (The dollar amount is limited by the basic contract.) These are issued with not-to-exceed dollars and orders are placed as needed.

(5) International Merchant Purchase Authorization Card (IMPAC). IMPAC is the official government-wide credit card. This card, which is issued in an individual's name, may only be used to purchase authorized U.S. government purchases in compliance with the FAR and applicable USAF regulations and procedures. It is used for all requirements less than \$2,500.

b. Competition is obtained both by oral and written means. Purchases of \$2,500 or less may be made without competition--provided the purchases are rotated among qualified local merchants whose prices are considered fair and reasonable as determined by the Contracting Officer. Requiring activities may suggest sources to the Contracting Officer. However, the final responsibility for competition rests with the Contracting Officer.

17. SUPPLEMENTAL AGREEMENT - Any contract modification which is accomplished by mutual agreement of the contractor and the Contracting Officer (bilateral agreement). It requires the signature of both the contractor and the Contracting Officer.

18. SUPPLIES - Any purchases which are tangible end items, except real property. Even if a contractor is given special specifications and drawings to build a new end item and most of the cost is labor, it is considered a supply item and not a service.

19. TERMINATION - The act and procedure of canceling an active contract for either convenience of the government or for contractor default (breach of contract).

20. FEDERAL ACQUISITION REGULATION - The Federal Acquisition Regulation (FAR) was created to implement the Office of Federal Procurement Policy Act of 1977 as amended by Public Law 96-83. As such, the FAR and amendments thereto carry the same force as Federal Law and require compliance by all individuals.

a. Amendments, supplements or other modifications of the FAR require FAR committee approval.

b. It should also be pointed out that although FAR is the principal directive, there are other statutes governing federal contracts. Further, Executive Orders, Office of Management and Budget (OMB) circulars, and judicial decisions have a pronounced impact on the contracting process.

21. CONTRACTING RELATIONSHIPS - A responsibility of the requiring activity. The standards, quality, specifications, or designs desired are established by the requiring activity to the contracting office. The functional responsibilities of the buying organization are to buy the supplies or services, determine the method of purchase, selection of source, type of contract, the responsibilities of the contractor, and reasonableness of price. Some functions of others are:

a. **Staff Judge Advocate (Local)** - Advise and counsel regarding legal aspects of contracts. This is a valued advisory service.

b. **Accounting and Finance Officer** - Accounts for funds expended and ensures they are charged to the proper organization. Provides certification of funds on AF Form 9s and makes payments on submission of invoices from suppliers for supplies or services rendered and on properly prepared receiving reports.

c. **Requiring Agencies** - These are the customers of the contracting organization. The majority of demands upon Contracting come from the Base Supply Officer, Base Civil Engineer, and the Medical Supply Officer. The requesting agency is responsible for providing specifications and usually furnishes inspection services or obtains them from other base activities possessing such capability.

22. UNAUTHORIZED PURCHASES:

a. What is an unauthorized purchasing action? It is an action taken by anyone, other than a designated Contracting Officer, which obligates the U.S. government to pay for supplies or services received. Rank or position of an individual does not make a Contracting Officer. All Contracting Officers

are required by federal law to be designated in writing and are required to produce this written evidence whenever their authority to obligate the U.S. government is questioned.

b. An unauthorized purchase action can be paid by the government only if it is an otherwise legal transaction which is reviewed by a Contracting Officer and legal officer and ratified by the head of contracting activity at the appropriate major command. Besides affording the individual involved a great deal of adverse exposure, such actions waste many productive man-hours and delay payment of government obligations. It may also result in disciplinary action being taken against the offending individual, which may include payment of the obligation. No transaction will be ratified that would not otherwise have been valid if made by a properly authorized Contracting Officer. Unauthorized acts include, but are not limited to:

(1) Making changes to valid existing orders and contracts, such as directing contractor personnel to change the conduct of their work while they are performing various services or construction contracts,

(2) Ordering of supplies or services. Implicit in this is the prohibition to purchase supplies or services with personal funds with the expectation of reimbursement by appropriated funds.

c. If you should become involved, directly or indirectly, in an unauthorized purchase action, you should immediately contact the Contracting Office to begin appropriate action in accordance with DOD, Air Force FAR.

23. PROHIBITION AGAINST VOLUNTARY SERVICES - While there are public spirited individuals and firms who would freely donate their services to assist the government without reward or compensation, there are also individuals and firms who in donating services would do so with the expectation of reciprocity in the form of possible preferential treatment, advance contracting knowledge, influencing specifications, etc. To preclude such situations arising in the government, legislation has been passed prohibiting officers and employees from accepting voluntary services and imposing stern penalties against those found in violation of the Voluntary Services Act - 31 USC 665(b).

24. ON-BASE PRODUCT DEMONSTRATIONS - The 436th Contracting Squadron is responsible for controlling all on-base demonstrations by vendors. Approval by the Contracting Officer is required in advance and is not automatic. Common items such as typewriters, word processors, dictation equipment and copiers which are already available on base and do not involve new technology will not be approved. Prior to any demonstration, a Hold Harmless Agreement must be signed and on file at the 436th Contracting Squadron. Organizational requests for such demonstrations, which are approved, will be on a competitive basis; that is, the requester cannot selectively accept one and reject competing product demonstrations.